

Important

Business Service Surety Bond Application

Instruction Sheet

We have created an instruction sheet to assist you in completing this application. Please refer to this sheet before sending the Application back to The Hartford. It will help avoid any delays in processing your application due to missing information.

1. Please complete the document in its entirety.
2. The bottom half of the document is **Indemnity Agreement**. A checklist of 4 questions will help remind you of the key items to be addressed:

Did you date the form (directly above the signatures)?

If the applicant is a Corporation, Partnership or LLC, is the respective name entered with the corresponding signature of the President (or authorized officer) immediately below? (Seals should be used, as appropriate)

If the applicant is an individual, did he/she sign the form and provide his/ her Social Security Number?

Did a witness sign the form attesting to the authenticity of the Indemnitors' signatures?

Please note that a properly executed app (signed, witnessed and dated) will be needed for bond issuance. Application can be faxed to: 877-257-2166. You can also find your local regional office or dedicated Bond Center team here: <http://www.hartfordbond.com/hbportal/contact.html>

You can also send original application with signatures to the following address for filing:
The Hartford Bond Center
P.O. Box 958461
Lake Mary, FL 32795

CALIFORNIA NOTICE

California Notice: The Hartford may charge a fee if this bond or policy is cancelled before the end of its term. The fee can range between 5% to 100% of the pro rata unearned premium. Please refer to the terms and conditions stated in the policy or bond. This notice does not apply to cancellations initiated by The Hartford.